

On the Approach



Christopher J. Willenborg, Massachusetts Department of Transportation (MassDOT) Aeronautics Division Administrator.

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Administrator's Message

Greetings from the Massachusetts Department of Transportation (MassDOT) Aeronautics Division and Happy Holidays !

Last week many of you joined the Aeronautics Division staff for our Annual MassDOT Aeronautics Division Holiday Party at the Logan Office Center following the Massachusetts Airport Management Association (MAMA) quarterly Board Meeting. We truly enjoy getting together with our colleagues and friends to share in some holiday cheer and celebrate our common passions toward aviation.

We believe 2013 was an exciting and rewarding year for aviation and our statewide system of public-use airports

in the



Commonwealth. Thanks to the hard work of your Aeronautics Division staff and the cooperative efforts with our stakeholders, we were

able to complete or begin the following statewide airport initiatives:

1. Completed the Statewide Airport Pavement Analysis Project;
2. Completed the Statewide Runway Markings Project;
3. Completed the Statewide Airport Wayfinding Roadway Signs;
4. Continue working on the Carbon Neutral Airport Program - Phase I;
5. Began the Airport Information Management System (AIMS) database Replacement;
6. Started the Statewide Airport Economic Impact Study Update;
7. Began the Statewide Administration Building Master Plan Project;
8. Began the design process of the Statewide Pavement Crack Sealing Pro-

ject;

9. Initiated the Statewide Airport Security Camera System Project;
10. Started the Request for Proposal process for the Statewide Yearly Operating Plan Vegetation Management Plan; and
11. Participated in numerous Airport Open Houses and aviation education outreach events across the Commonwealth.

The MassDOT Aeronautics Division staff looks forward to working with our stakeholders in 2014 and building upon the successes of 2013. Together we can lead the nation in transportation excellence and enhance the statewide system of public-use airports in the Commonwealth.

Be safe and thank you for your continued support of the Aeronautics Division. ✈



The Aeronautics Division's mission is to promote aviation throughout the Commonwealth while establishing an efficient integrated airport system that will enhance airport safety, economic development, and environmental stewardship.

Just Plane Folks - Featuring Ann Pollard

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

Ann Pollard is the Assistant Airport Manager and Vice-President of Shoreline Aviation at George Harlow Field (GHG) - Marshfield Municipal Airport, Marshfield Massachusetts. The job title provides us with a means of identifying Ann's basic role but does little to describe the plethora of responsibilities attached to that title or the person behind the designation.

As I sat down with Ann to conduct this interview, I learned a bit more about the person called the Assistant Airport Manager and Vice-President of Shoreline Aviation. Interviewing Ann allowed me to better understand how she survives and thrives in her job; this is what I learned:



- Ann grew up in an aviation orientated family;
- Ann is a ~~Jack~~ Jane of all trades;
- Ann says that there is no such thing as a “typical” day in the office;
- Ann is the ultimate multi-tasker;
- In Ann's world, obstacles are unheard of;
- Ann is most passionate about marketing the general aviation world that surrounds her; and
- Ann has learned her most valuable lessons from her father.

Ann grew up in an aviation orientated family

Ann grew up in a family of aviation professionals. She was fortunate to have three industry role models within her own household: her father had a long and distinguished career as a Navy pilot, one of her brothers was a Navy test pilot, and another was a CEO for two different airlines. Additionally, while attending Marshfield High School, Ann like her brothers before her, had the opportunity to partake in aviation classes offered as part of the school curriculum. Needless to say, Ann's childhood and teenage years were surrounded by aviation influences, which deeply impacted her future educational and career decisions.

Ann's initial career goals were to follow in her father and brother's footsteps, join the Navy and become a pilot; however, her early experiences in the general aviation industry made her reevaluate her options and opportunities. At the age of 16, Ann began working for Shoreline Aviation at GHG; a fairly new company (only 2 years old at the time) with an emerging maintenance shop and charter business. Ann pumped fuel, parked aircraft, and coordinated flights for the charter business. Additionally, Shoreline Aviation contracted with the town of Marshfield to manage the airport so Ann also had the opportunity to learn that skill as well. Such exposure to multiple aspects of the aviation industry prompted Ann to reassess her Navy career goals. She soon realized that the general aviation industry had more to offer; with flight instruction, charter flight operation, manufacturing and maintenance, airport operations, airport management, and etcetera, the opportunities were limitless.

Ann was eager to learn and fortunately was at the right place, at the right time. Working a 50-60 hour work week throughout high school, Ann received the hands-on training and knowledge she needed to jumpstart her career in the aviation industry.

Ann is a ~~Jack~~ Jane of all trades

After four years with Shoreline Aviation, Ann had become a “Jane of all Trades”. As she combined the various skills and knowledge she had learned in business development and airport management, she had gained a better understanding of the industry and soon began to branch out and take on more responsibility. Within a relatively short timeframe, Ann was able to assist the team at Shoreline Aviation in their business development and she saw the company blossom. They added aircraft sales to their list of services, saw growth in their charter flight operations with jet aircraft added to their fleet, and proudly made a regional name for themselves in their aircraft maintenance division. Not only was Ann successful in the business development of Shoreline Aviation but she was also successful in the management and operation of the airport. She pursued federal and state grants for airport improvements and development. At the



Ann started taking flying lessons at the age of 16 and obtained her private pilot's license at the age of 17.

age of 22, Ann's learned trades and skills were brought together in a practical manner, which enabled her to become Marshfield's youngest airport manager.

Ann says that there is no such thing as a "typical" day in the office

Today, Ann's title is Assistant Airport Manager and Vice-President of Shoreline Aviation – a dual-designation that attempts to describe her wide-ranging and ever-changing roles and responsibilities at the Airport. In one day, heck, even within one hour, Ann's responsibilities will change multiple times. Very rarely will one day be the same from the next as she wears her multiple hats. From Flight Coordinator/Dispatcher to Community Benefactor –

as outlined in the table (above right), she does it all under the umbrella of this dual title.

Because of these fluctuating responsibilities, Ann said that there is no such word as "typical" to describe a day in her office. She said that to succeed at Shoreline Aviation, and within the industry on a whole, you need to learn how to do a lot of different things and do them well; you need to be resourceful; and you need to be willing to work 24/7.

Ann is the ultimate multi-tasker

When I asked Ann what she found most challenging about her aviation career choice she said, "The constant need to multitask". She said that there never seems to be a moment to rest. When she started at Shoreline Aviation at the age of 16, working 50-60 hours/week while still in school, she quickly learned how to prioritize her work and school tasks. As she grew in the company and began taking on more responsibility, she had to learn how to cope with the heavier workload and adjust her priorities. Year-after-year, this busy routine helped her hone her multitasking skills; making constant adjustments and juggling a busy schedule soon became second nature for Ann.

In Ann's world, obstacles are unheard of

When I asked Ann if there were any significant obstacles that she had to overcome in the aviation industry, she responded with a firm, "NO". She said generally speaking, she does not believe in obstacles in her life – period. She said that the word "NO" is not in her vocabulary.

Living under the same roof with five older brothers, she learned early in life not to be intimidated, to stand up for herself, and to go after her beliefs. This early life lesson helped define who Ann is as well as what she does and how she does it. She learned to go after her beliefs, to challenge the beliefs of others, to push further and to chase all possibilities to make her dreams possible.

Go ahead, tell Ann that something cannot be done and she will prove you wrong (you may come out licking a few battle wounds). Through a combination of skills, knowledge, communication and respect, Ann has a graceful way of working with those challenging her beliefs to recognize her point of view and the importance of her beliefs. She stays focused, she does not give up, and she challenges herself and others around her. So yeah, there may be a few battle wounds when you go toe-to-toe with Ann, but they will not be deep - they will merely be flesh wounds.

Ann is most passionate about marketing the general aviation world that surrounds her

At the age of 16, Ann realized that the general aviation industry was diverse; she also realized that this exciting and varied industry was fragile and if you could not market yourself/your airport, you would surely fail. Ann quickly learned how to market the fruits of general aviation to everyone and anyone who would listen.

Today, Ann speaks at local town meetings and to state officials on a regular basis, advertising the importance and necessity of general aviation. She talks about general aviation as an essential economic generator directly or indirectly employing millions of people nationwide and she stresses the importance of general aviation for career development and continued aviation education. She said, "Where do you think the next airline pilot will learn to fly? Well right here of course - at a general aviation facility". Additionally, Ann touts general aviation's diversity pointing out that through general aviation the American public has access to medical flights, search and rescue, disaster

Ann's various roles	Tasks associate with role
Flight Coordinator/Dispatcher	dispatching multiple charter flights throughout the day
Aircraft Broker	flying across the country to introduce aircraft buyers to sellers
Aircraft Acquisition Agent	buying an aircraft for a client by researching the marketplace, analyzing all available aircraft, and assisting client with the selection and negotiation for purchase of an aircraft
Cheerleader	congratulating a 16 year old after his/her first solo flight
Assistant Airport Manager	attending a meeting about the airport at Marshfield Town Hall or sitting at her desk completing paperwork for state and federal grants for airport improvements
Aircraft Leasing Agent	leasing an aircraft from a private entity to use for charter operation
Community Benefactor	assisting the state police in a search and rescue mission

Aeronautics Division Seeks Bidders to Conduct an Update to the 2010 Massachusetts Statewide Airport Economic Impact Study

By: Denise Garcia (Manager of Aviation Planning - MassDOT Aeronautics Division)

The Massachusetts' system of public use airports is a vital component of the Commonwealth's transportation system. Airports serve as the gateway to both the nation's air transportation system and the world economy. Air transportation plays a key role in economic development for many communities and has proven to be an essential component for the attraction and retention of businesses across the Commonwealth.

In 2010, the Massachusetts Department of Transportation (MassDOT) Aeronautics Division sponsored a project that was funded by MassDOT and the Federal Aviation Administration (FAA); entitled the Massachusetts Statewide Airport Economic Impact Study. This study assessed the economic value that the 39 public-use airports and their associated aviation related activities bring to Massachusetts. As a continuation of that overall planning effort, the Aeronautics Division released a Request for Response (RFR) for consulting services on November 15, 2013 which was posted on the Commonwealth's Procurement and Solicitation System (Comm-PASS) website (Comm-PASS website <http://www.comm-pass.com> is the official procurement record system for the Commonwealth of Massachusetts' Executive Departments).

The purpose of this study is to update the previous data by collecting new statistics and estimating and reporting on the direct, indirect and induced economic impacts associated with the 39 public-use airports in Massachusetts including Boston Logan International Airport, Worcester Regional Airport, and Hanscom Field, which are owned and operated by the Massachusetts Port Authority (Massport). This study will also include an assessment of tax impacts and an analysis of the economic impact of aviation education in Massachusetts.

The analysis presented in the 2010 study considered the annual economic impacts accrued in 2010 associated with business operations, on-airport construction, military aviation, visitors who arrived via commercial airlines and visitors who arrived on privately-owned general aviation aircraft. These impacts were reported for each airport in terms of employment, payroll and economic impact. At the completion of the FY2014 study, the MassDOT Aeronautics Division will have an updated summary of the economic impacts associated with the 39 public-use airports in the Commonwealth and their current correlating value to the statewide airport system.

Bidders for this project were required to develop creative initiatives to help foster new business relationships with Minority/Women Business Enterprises (M/WBEs) and Service Disabled Veteran-owned businesses within the primary industries affected by the proposed RFR. Bidders that submitted responses to the solicitation will be interviewed at the end of January 2014. ➔



2014 International Aviation Art Contest

By: Steven Rawding (Aviation Planner - MassDOT Aeronautics Division)

Once again, the Massachusetts Department of Transportation (MassDOT) Aeronautics Division along with the National Association of State Aviation Officials (NASAO) is sponsoring the International Aviation Art Contest.

The theme of the 2014 contest is "Flying Saves Lives". Think of Medical evacuation, disaster relief, search and rescue, firefighting, or angel flights. Any one of these could be the subject of a young artist's work.

Right now we are calling on all Massachusetts airports and their tenants to get the word out to students and schools that the art contest is underway! The contest is open to student's ages 6 to 17 years old. There are three categories ages 6 to 9, 10 to 13 and 14 to 17 years old. **Entries must be sent to the Mass DOT Aeronautics Division postmarked by Friday, January 17, 2014.** The entries will be judged the week of January 27, 2014. Artists will receive a certificate and the top three entries in each age group will be



2013 Winner (Theme: My Favorite Air Sport) - Category I (ages 6-9) Jidapa Janpathompong of Fiske Elementary School in Lexington.

forwarded to Washington, D.C. to be judged in the National Competition.

Brochures with entry and authenticity certificates can be downloaded and printed from Mass DOT Aeronautics or NASAO websites or contact the office and we will be happy to send you brochures.

National award winners will be forwarded from NASAO to Fédération Aéronautique Internationale (FAI) Headquarters for the International competition and final judging.

I have to admit that this is one of the Aeronautics Division staff highlights of the New Year. Once all the entries have been submitted they are divided by category and judged. In 2012 Massachusetts had a State, National as well as International 1st place winner, Lewis Huang of Lexington, MA. ➔



2012 Winner (Theme: Silent Flight) -
Category I (ages 6-9) Lewis Hwang of
Fiske Elementary School in Lexington.

Statewide Pavement Maintenance & Rehabilitation

By: Kathleen Mahoney (Airport Engineer - MassDOT Aeronautics Division)

Now that our Statewide Airport Pavement Management System (SAPMS) is complete, it is time to be sure we are using it for its intended purpose; to get the best “bang for the buck” on our frequent pavement repairs. We’ve been fortunate to consistently provide our airports with statewide maintenance projects over the past few years in order to keep the most critical part of the airport, the runways and taxiways, in good shapes for the aircraft using them. This year will be no different; however now we will have the tools in place to make more educated decisions on where to spend the money where it will matter the most. And this year, due to a FY2015 MassDOT paving initiative, we will not only be able to crack seal some of our pavements, there will also be the opportunity to fund some reconstructions.



Initially the plan was to do a statewide crack sealing project for runways, our most critical of infrastructures, but after we reviewed the results of the pavement management system, talked to some of our airport managers, and looked at our project history we decided it might be better to branch out to the taxiways. Currently we are working on a prioritized list of taxiways across the State that fall within the Pavement Condition Index (PCI) range and distress type ideal for crack sealing. It is important for us to target the pavements that would benefit from the crack seal, and not waste significant portions of funding on costly crack-sealing of an alligator cracked pavement that needs to be replaced.

As I mentioned before, we are very fortunate next year to have the funds available to do some reconstructions for those pavements that would not benefit from crack sealing. We decided that because aprons are such a low priority for federal Airport Improvement Program (AIP) funds, this would be a great opportunity to get these pavements back into shape. As with the taxiways, we are using the SAPMS to prioritize the aprons that are in greatest need of repair based on their PCI and distress types. We understand that the PCI doesn’t tell the whole story and pavement usage will also play a role in deciding which aprons get reconstructions. The biggest factor of course will be how much funding is available, which is something we don’t know yet.

Another question that often comes up is what do we do with the newly reconstructed pavements in order to keep them like new as long as possible. From doing this pavement management assessment and learning more about the pavement management process, we have come to the conclusion that it’s not just about reacting to cracks and repairing pavements that fall below a 70 PCI. It is also about taking care of that 70 – 100 PCI pavements so that they stay in excellent shape as long as possible. Part of this is the responsibility of the airport, and as written in their grant assurances when taking AIP funds, they are required to have a pavement management plan. We would like to come up with a plan from our end as well. It is our intention to develop a best practices plan for when and how to maintain our new pavements based on data already available in many publications, and to hopefully fund on a statewide basis some of the preventative maintenance that might be needed at the airports. If we stick to this plan in the future we will, in the long run, save a lot of money for federal, state, and local agencies. ➔

The Aeronautics Division Heads Out to the 2013 Airshows and Aviation Education Events
By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

Once again the staff of the Massachusetts Department of Transportation (MassDOT) Aeronautics Division head out across the state to be part of a number of air shows, open houses and aviation educational events this summer/fall. With our display table and flight simulator in tow - a great time was had by all. We are looking forward to 2014 and are eager to support our airports! ➔



Marlboro Airport

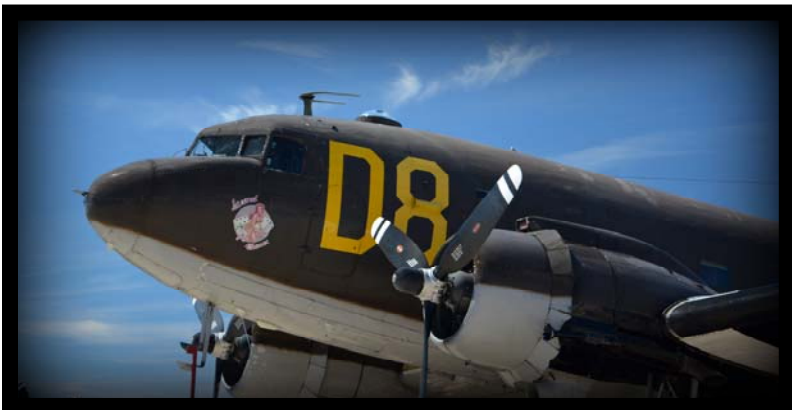


Marlboro Airport

Turners Falls Municipal
Airport



Myricks Field



Westover Metropolitan
Airport

Westover Metropolitan
Airport

New Bedford Regional Airport - Women in Aviation (Atlantic Aviators Chapter) Playground



Statewide Security Camera Program

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

The current Massachusetts air transportation system consists of over 240 airports, 39 of which are open to the public. Of the 39, nine (9) are categorized as commercial service airports (those airports receive scheduled airline passenger service). The remaining 30 are categorized as general aviation (GA) airports (those airports receive civil aviation operations other than scheduled air services).

General aviation flights range from gliders and powered parachutes to corporate jet flights and cover a large range of activities including aircraft charter, air cargo, emergency medical, law enforcement, aerial photography, banner towing, fish spotting operations, flying clubs, flight training, agricultural aviation, skydiving, light aircraft manufacturing, and maintenance. The majority of the world's air traffic falls into this category, and most of the world's airports serve general aviation exclusively.

General aviation, like all aviation, is susceptible to security vulnerabilities. Although the Federal Aviation Administration (FAA) does not hold general aviation airports to the same security standards required of commercial service airports, security at general airports is still a priority for the FAA. As a result, airport security enhancements at GA facilities such as, GA Security Plans, access control systems, ID badging systems, card readers, and CCTV have been implemented at some general aviation airports. Luckily in Massachusetts, almost all of the public-use facilities have implemented GA Security Plans, access control systems, ID badging systems, and card readers. Installation of security cameras has been a bit less obtainable but has been on our radar.

In 2010, the Aeronautics Division published the "Massachusetts Statewide Airport System Plan" which identified development within the airport system needed to accommodate demand, support economic and transportation needs, and maximize funding resources while being conscious of environmental issues. General aviation security was identified as a leading aviation issue needing improvement within the Commonwealth.

Since the 2010 study, MassDOT Aeronautics has funded a number of statewide projects to facilitate the aviation system's long term development; including pavement maintenance projects, safety projects, and planning studies. This year, MassDOT has set its sights on general aviation airport security upgrades with the installation of security cameras.

MassDOT Aeronautics Division is working with the MassDOT/MBTA Security Team, headed by Randy Clarke, to install airport security cameras at all GA Airports utilizing an existing statewide contract. Airport installations will be prioritized with the first airports targeted as those with Air Traffic Control Towers that were slated to close under sequestration. Over the next several months, the MassDOT Aeronautics Division and MBTA Security Team will visit airports to assess the needs of each. ➔



Congratulations to Christopher J. Willenborg

The Aeronautics Division staff would like to congratulate Chris as NASAOs newly elected Chairman

By: MassDOT Aeronautics Division Staff

Our very own Christopher J. Willenborg never ignores an opportunity to mention his staff after a job well done - so why should it be any different for him. That is why we would like to congratulate Chris on his recent appointment - 2014 Chairman of the Board of Directors for the National Association of State Aviation Officials (NASAO).

If you know Chris, you know that he has a passion for and deep understanding of general aviation issues and the numerous challenges facing airports and the aviation industry not only within the Commonwealth of Massachusetts but within the nation. Over the past 15 years, Chris has worked tirelessly for the general aviation community here in Massachusetts. Prior to Chris' post at the Aeronautics Division he served as the airport manager at Westfield-Barnes Regional Airport (BAF) in Westfield, MA since 1999 and had served as a past president of the Massachusetts Airport Management Association (MAMA), where he was instrumental in establishing MAMA's "On the Hill Day" providing a opportunity for airports to meet state legislators and advocate for the industry on key issues.

Since 2009, Chris has been a member of NASAO and has served as vice-chairman, treasurer and secretary of the Board. Becoming the Chairman of the Board of Directors for NASAO is a well-deserved honor and we are proud of his achievement! ➔



Congratulations to Lauren Sinatra - Massachusetts' Leading By Example Award Recipient

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

Lauren Sinatra of the Nantucket Energy Office has a passion towards achieving greater sustainability and energy conservation for the Town of Nantucket and Nantucket Memorial Airport. The Massachusetts Department of Transportation (MassDOT) Aeronautics Division has witnessed that passion first hand by initiating a program at the airport to replace/upgrade 600 light fixtures and lamps in 2013 in the terminal, snow removal equipment building, and hangars; an annual savings of 161,834 KWH/\$24,000. Additionally, she helped the airport receive \$6,000 of free LED's to use as replacement bulbs for other airport facilities, saving the Nantucket Memorial Airport and the Town of Nantucket an estimated \$4,000. Lauren has also been instrumental in the Carbon Neutral Airport Program, a pilot program initiated by MassDOT and Volpe National Transportation Systems Center (Volpe) in November 2012 to create the first ever airport with "carbon neutral" ground operations in the United States. Nantucket Memorial Airport was chosen to take all steps necessary to implement that designation.

MassDOT is fully aware of Lauren's passion and assistance to the airport and is please that others in the state are recognizing her value as she was recently awarded the state's very competitive Leading By Example Award, which recognizes outstanding efforts among Commonwealth agencies, public colleges and universities, and municipalities that have implemented policies and programs that have led to significant and measureable environmental and energy benefits. In October 2013, Lauren received a citation from Representative Tim Madden during the Leading By Example Awards ceremony at the State House for her contributions to the Town's energy and sustainability efforts as Energy Project and Outreach Coordinator.

According to Representative Tim Madden's website, some of Lauren's most notable accomplishments and contributions toward achieving greater sustainability, energy efficiency and conservation for the Town include:

- Securing 600 light fixtures and lamps in 2013 for the airport to replace in the terminal, snow removal equipment building, and hangars at an annual savings of 161,834 KWH/\$24,000;
- Securing \$6,000 of free LED's to use as replacement bulbs for other airport facilities, saving an estimated \$4,000 for the airport;
- Playing a key role in preparing the proposal for the Nantucket Memorial Airport that was selected for a new and ambitious Carbon Neutral Airport Program.
- Initiating efforts to encourage higher resident and business participation in the Mass Save program by working with National Grid and its vendors including creating an online submission form for homeowners to request energy assessments; efforts have resulted in nearly a 1000% increase in participation;
- Securing over 650 free LED lamps to replace less efficient light bulbs in Town buildings through the Department of Energy Resources' "Leading by Example" Program which will save Town Departments over \$18,000 per year in energy costs;
- Serving as project advisor for a series of Worcester Polytechnic Institute student research projects that focus on energy-related topics on the Island; and
- Working with the Nantucket Planning Department to install six public electric vehicle charging stations in the Town, made possible through a DOER grant.

Nice job Lauren! MassDOT is proud to have you on our team and helping us find ways to improve aviation's ongoing efficiency, conservation, and renewable energy efforts. ➔



Lauren Sinatra of the Nantucket Energy Office (center) as she receives the 2013 Lead By Example Award. Lauren is with Mark Sylvia (Commissioner, Department of Energy Resources), Richard Sullivan (Secretary, Massachusetts Energy and Environmental Affairs), Glen Shor (Secretary of Administration and Finance), and Meg Lusardi (Director; Green Communities Division, Department of Energy Resources).

Update on the Airport Aid Program Manual

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

Last spring we discussed the Airport Aid Program Manual, the brainchild of Thomas Mahoney, that is in its final stages of development. The manual, an instructional handbook developed to serve as guidance for grant requests for airport capital improvement projects to help ensure consistency and quality assurance, will be available in January/February 2014.

The manual outlines the standards, details, and practices to be followed by airport sponsors and their consultants that receive state funding for capital improvement projects. This Airport Aid Program Manual will:

- Clarify the roles and responsibilities of parties involved in the Airport Aid Program;
- Identify the requirements for multi-year consulting service agreements;
- List key sources of data necessary for state grant request applications;
- Outline invoice documentation/payment voucher procedures;
- Define preliminary and final cost estimate requirements;
- Provide statewide standard unit pricing nomenclature;
- Identify standards for drawings;
- Outline standard bidding procedures;
- Specify procedures for project planning and/or construction phases; and
- Clarify procedures for project completion.

A number of checklists have also been developed and will be incorporated into the online Airport Information Management System Replacement. See the sample checklist on this and the following page. Please contact Tom Mahoney for more detail at 617-412-3678 or Thomas.Mahoney@dot.state.ma.us. →

Sample Checklist

AIRPORT INFORMATION	
Airport name:	
Project Title:	
Project Description:	
Project Justification:	

To be completed <u>prior</u> to state grant application filing			Notes
	Schedule scoping meeting with MassDOT and FAA • Submit meeting minutes	Click here to enter a date. of scheduled meeting Click here to enter a date. of meeting minutes submittal	
	Develop DRAFT scope of work (SOW) and fee for MassDOT/FAA review • Submit DSOW in digital (PDF) format	Click here to enter a date. DSOW submitted	
	Develop FINAL scope of work (SOW) and fee for MassDOT/FAA • Include a detailed schedule and list of deliverables • Submit electronic copies final SOW	Click here to enter a date. FSOW submitted	
	Airport to complete an Independent Cost Estimate (IFE) & Record of Negotiation (needed if fee over \$100,000 for engineering services) • Ensure within 10% • Submit Acceptance from Airport or Record of Negotiation letter	Click here to enter a date. IFE submitted	[If not applicable – state reason here]
	Submit executed consultant contract(s) for approval by MassDOT/FAA • Include DBE Letter of Intent and Schedule of Utilization	Click here to enter a date. contracts submitted Click here to enter a date. DBE submitted	

<i>To be completed/furnished <u>with</u> state grant application filing</i>			<i>Notes</i>
	Complete/submit state grant application with all airport signatures for approval by MassDOT • Submit two completed and signed forms.	Click here to enter a date. State grant application submitted	
	Complete FAA grant application	Click here to enter a date. FAA grant application submitted	
	Identify FAA grant number	Click here to enter a date. FAA grant number defined	
	Construction Contract submitted for approval. • Submit DBE (Disadvantaged Business Enterprise) Participation for this project by doing one of the following: 1. Completing the MassDOT Letter of Intent (LOI) form; or 2. Providing documentation that a "Good Faith Effort"	Click here to enter a date. Construction DBE submitted	
<i>To be completed/furnished <u>after</u> state grant application filing</i>			<i>Notes</i>
	Airport signs state grant assurances and submits to MassDOT	Click here to enter a date. State grant assurances signed & submitted	
	Airport signs standard MassDOT Aeronautics contract	Click here to enter a date. State grant contract signed & submitted	
	Airport receives state grant award notification letter and notice to proceed	Click here to enter a date. State grant award notification letter received	

Statewide Vegetation Management Program

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

The Commonwealth of Massachusetts Aeronautics Division is soliciting bidders to develop and update Yearly Operation Plans (YOPs) for airports within the Commonwealth in association with the statewide Airport Vegetation Management Program (VMP).

In the early 1990's, the Massachusetts Department of Transportation (MassDOT) Aeronautics Division, the Department of Environmental Protection (DEP), and the Massachusetts Port Authority (Massport), as the lead and supporting agencies respectively, prepared a Generic Environmental Impact Report (GEIR) that was approved by the Secretary of Environmental Affairs on October 15, 1993 to address the complexities of vegetation removal in wetlands at airports. Since the completion of that report, several updates have been made as airports reviewed tree clearing practices and made slight adjustments to removal/maintenance activity to better protect the environment.

The initial GEIR and subsequent updates require that airports develop comprehensive VMP and Yearly Operational Plans (YOP) for submittal and approval by their local Conservation Commission. A VMP is a written document that addresses all vegetation management needs in a comprehensive manner regardless of whether the vegetation removal or maintenance activity will be conducted in or near wetlands, or on uplands. A YOP, on the other hand, is an implementation plan designed to address specific actions regarding vegetation removal or maintenance to be taken within a particular program year. Together, a VMP and the YOP(s) provide a comprehensive approach to vegetation management that will help to minimize environmental impacts, maximize financial resources, and maintain public safety.

VMPs have been completed at 16 of the 36 public-use airports and implementation has occurred to date at 15. Although MassDOT has assisted in the renewal of a number of Yearly Operating Plans (YOPs), lack of funding and focus on the VMP program resulted in a gaps in the updates. Additionally, many airports have had the inability to keep up with daily maintenance of the Vegetation Management Areas (VMA) due to lack of airport personnel, equipment or inability to apply herbicides to the maintained areas on a regular basis. Therefore, significant growth has occurred at a number of airports.

MassDOT Aeronautics Division wants to assist these airports by updating YOPs and removing those obstructions. It is anticipated that the project will be completed in phases as indicated below:

- Phase I: Statewide YOP Update. To include but not be limited to: 1) an inventory of the VMP, 2) the condition of the Vegetation Management Areas (VMAs) as outlined in the YOP, 3) identification of issues in maintaining VMAs and suggestions for improvement, and 4) updating the YOPs.
- Phase II: Statewide VMA Implementation. Depending on funding and implementation/clearing requirements for each airport based on the outcome of the Phase I inventory, Phase II may progress into a statewide multi-year program.

Phase II will be issued as a separate solicitation will be developed after completion of Phase I. ➔

Photo Wrap1 - George Harlow Field (Marshfield Airport) Ground Breaking

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

October 7, 2013- the Massachusetts Department of Transportation (MassDOT) Aeronautics Division Administrator Christopher Willenborg joined State Senator Robert Hedlund, Representative James Cantwell, and various other state, local and airport officials for a ground-breaking ceremony for the Marshfield Municipal Airport Improvement Project.

The \$15.2 million project now underway includes the reconstruction of Marshfield Airport Runway 06/24 along with construction of runway safety area ends. Project funding includes \$13.7 million from the Federal Aviation Administration (FAA) along with \$1.4 million in state funds from MassDOT and \$118,000 in local Airport funds. The runway project is scheduled to be completed in late 2014.

According to the 2010 MassDOT Airport Economic Impact Report, Marshfield Municipal Airport supports approximately 60 direct/indirect jobs with an economic output of over \$8 million annually. ➔



Notices

- “MassDOT On the Hill Day” at the State House on Thursday, February 13th from 10:00AM until 1:00PM. Each of the four MassDOT Operating Divisions will be represented and there will be brief presentations made by Secretary Davey and the four MassDOT Administrators. We strongly encourage our airport sponsors to be at the event to discuss statewide and local airport related matters.
- Secretary Davey has scheduled six (6) public meeting across the Commonwealth to hear feedback from our customers regarding the overall MassDOT Five (5) Year Capital Improvement Program for all four operating divisions. The meetings will be held between 6:00PM-8:00PM and listed below are the following dates/locations of the meetings:
 1. Wednesday, January 29th: Boston – State Transportation Building and Worcester – Union Station
 2. Monday, February 3rd: Amherst – Bangs Community Center and Pittsfield – Berkshire Athenaeum
 3. Wednesday, February 5th: Dartmouth – UMass Dartmouth Campus
 4. Monday, February 10th: North Shore location TBD

Photo Wrap2 - Pittsfield Municipal Airport Ribbon Cutting

By: Katie Servis (Airport Planner/Environmental Analyst - MassDOT Aeronautics Division)

On October 31, after 15 years, Massachusetts Department of Transportation (MassDOT) Secretary and CEO, Richard A. Davey, and Aeronautics Division Administrator, Christopher J. Willenborg, joined over 50 local, state and federal officials/stakeholders as well as the airport's consultant, Stantec, in celebration of the completion of the runway expansion and

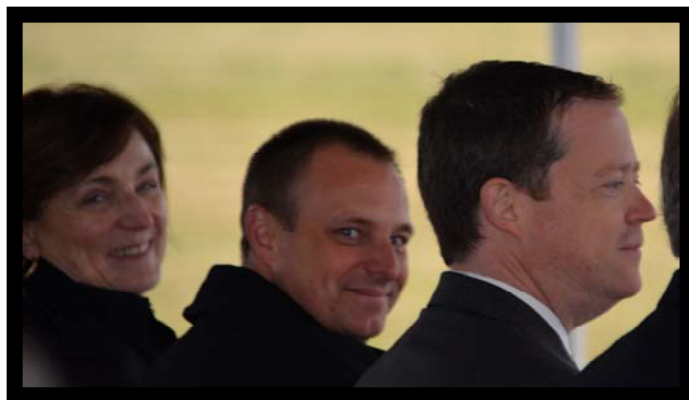


safety improvements project at the Pittsfield Municipal Airport. The completed \$22 million project

at Pittsfield Municipal Airport included: bringing the runway into compliance with federal safety standards by adding more than 1,000 feet to the runway; vegetation and environmental mitigation, culvert installation, utility and roadway relocation, runway extension and safety area earthwork and paving, storm water mitigation infrastructure, and lighting installation.

According to the 2010 MassDOT Airport Economic Impact Report, Pittsfield Municipal Airport supports approximately 125 direct/indirect jobs with an economic output of over \$17.9 million annually.

Congratulations Pittsfield on a job well done! ➔



Just Plane Folks (Continued from page 3)

relief, aerial firefighting, law enforcement, community access, commercial and industrial activity, flight instruction, and air cargo.

Unfortunately, Ann said that many small airports and general aviation businesses similar to Shoreline Aviation do not know how to market themselves and the importance of the industry. They feel that their passionate side will be enough to sustain the business side. Ann wants to help change this narrow focus. You can have all the passion in the world, but if you do not have good business sense and a good marketing approach you will not succeed. She wants to help airports learn how to promote themselves and to develop strategies for growth so that they can make the right decisions to be successful in today's market place.

Ann has learned her most valuable lessons from her father

A retired Navy pilot, Lyle Pollard, Ann's father, remained an aviation enthusiast throughout his life and eagerly roused a passion for aviation in those around him. Ann said that her father inspired not only saydee01 her but a great number of pilots at George Harlow Field.

Oftentimes, he imparted words of wisdom such as, "accidents are preventable" or, "keep a good head on your shoulders and think things through before you act". Her father said these phrases time and time again and they stuck with her and have helped her not only professionally but personally. These words made her think ahead, slow down, and contemplate the potential consequences of her actions.

Today, Ann follows in her father's footsteps and uses those nuggets of past experience passed down to teach others. Ann's words of wisdom to young and old aviation professionals is, "Do not box yourself into one particular career path; try to develop broad experience". She says that this will open many more doors and provide for an infinite amount of opportunity. Ann also says, "Make yourself indispensable and hold a diverse work set". A diverse set of skills in her opinion will ensure that you can work anywhere in the industry.

In my opinion, Ann is a true asset to the aviation industry; she is a born leader, a charismatic business woman, a hard worker, and extremely dependable; one of the Commonwealth's finest! If someone asked me to define Ann Pollard in the Merriam-Webster Dictionary, I would provide the definition to the right.

Thank you Ann - for doing what you do! ➔

ANN POLLARD /AN PÄ-LÖRD/

n.

1. An aviation businesswoman.
2. An individual of stated character.
3. A person who helps or supports someone or something.
4. A comedian.
5. A committed individual.
6. One that is hard working and devoted.
7. Dedicated.
8. Uniquely self-disciplined.



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Logan Office Center
One Harborside Drive
Suite 205N

East Boston, MA 02128
617-412-3680

www.mass.gov/massdot/aeronautics

Send suggestions for stories or comments to:
katie.servis@state.ma.us or
617-412-3690

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katie.servis@state.ma.us